



# HART DISTRICT ASSOCIATION OF PARISH & TOWN COUNCILS

**Agenda for a Meeting of the Association to be held on  
Tuesday, 16 July 2024 at 7.30 pm  
At Hall 3, Elizabeth Hall, Raven Rd, Hook RG27 9HH**

## AGENDA

V1 8/7/24

24/13	Introductions and welcome	
24/14	Apologies for absence	
24/15	Minutes of 16 April (available from <a href="http://www.hdaptc.org.uk">www.hdaptc.org.uk</a> )	
24/16	Matters arising from the minutes	
24/17	Hart District Council report	
24/18	Parish questions for Hart District Council  (Please submit questions to both the Chairman and to the relevant officer at Hart, at least 3 days in advance of the meeting, so that comprehensive answers can be prepared. Questions must be about strategic matters only.  Questions received so far will be issued to members by email before the meeting)	All
24/19	Chairman's Update	
24/20	Update on conduct discussions with Hart DC	
24/21	Treasurer's report and approval of accounts	
24/22	Election of officers and representatives for 2024/25 (see attached form)	
24/23	Review of remuneration for Secretary (see briefing note attached)	
24/24	Recruitment of new Secretary (see attached draft job description)	
24/25	Future management of Basingstoke Canal	Jackson
24/26	Parish reports  (Brief written reports from Parishes submitted in advance for attachment to the Minutes or verbal updates (which will not be minuted))	All
24/27	Provisional dates for future meetings  14/10/24      20/1/25      14/4/25 (Easter is 20/4)      14/7/25 (AGM)  Please contact the Secretary or Chairman if you are able to host any of these.	
24/28	Any other business	

Martin Whittaker, Secretary, [HartDAPTC@gmail.com](mailto:HartDAPTC@gmail.com)



# HART DISTRICT ASSOCIATION OF PARISH & TOWN COUNCILS

**Annual General Meeting 16 July 2024**

## **Proposals for Election of Officers and Representatives**

V1 27/6/24

<b>Position</b>	<b>Current holder</b>	<b>Proposal</b>	<b>Proposer</b>	<b>Second</b>
Chairman	Tony Spencer			
Vice Chairman	Simon Ambler			
Treasury Function & Financial Governance	HALC			
Independent Examiner	Claire Inglis			
Director, HALC Board*	Tony Spencer			
County Executive Representative 1**	Simon Ambler			
County Executive Representative 2**	Julia Ambler			
County Executive Representative 3**	David Argent			
Hart DC Standards Committee Representative 1**	David Argent			
Hart DC Standards Committee Representative 2**	Trish Monks			
Hart DC Standards Committee Representative 3**	Julia Ambler			
Basingstoke Canal JMC Representative	David Jackson			
Rights of Way & Countryside Access Action Team Rep.	Trish Monks			
Hart DC Community Safety Partnership Representative	Bob Schofield			

[ ] Parish /Town Council wishes to nominate the above persons for office for the Association year commencing in July 2024. We have obtained the permission of the persons nominated.

[ ] Parish /Town Clerk or Chairman

**This form should preferably be returned to the Association Secretary (HartDAPTC@gmail.com) before the meeting although proposals at the meeting will be accepted.**



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V1 8/7/24

## **1 Current situation**

The secretary is paid a fee of £75 per meeting. The tasks listed in the job description typically take 6-7hrs for each meeting.

The fee has not changed in living memory, and at the equivalent of between £10 and £12 and hour is below minimum wage, and way out of line with current pay scales for council officers.

## **2 Analysis**

The NJC is currently considering a minimum starting point of £15 per hour for employed officers. As this is a self-employed post the minimum would have to be significantly above the current rates to make financial sense. In comparison, self-employed/locum clerks – who generally have greater responsibility - would expect to charge about £30 per hour.

## **3 Recommendation**

A reasonable rate for the post would seem to be £25 per hour. Assuming 6.5 hours per meeting, this would amount to a fee of £162 per meeting, more than double the current rate.



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## Overview

The role of the HDAPTC secretary is to arrange and support the 3-monthly meetings of the Association as well as keep financial records and maintain the website.

## 1 Tasks

### 1.1 Before meetings

- Book suitable venue – normally offered free of charge by member councils
- Draft the agenda, liaise with the chair and issue the final version to members and place on the website
- Liaise with Hart DC as to who will attend on their behalf
- Collect questions that members wish to put to HDC and forward to the representative before the meeting.

### 1.2 Meetings

- Make sure the room is set up correctly (usually boardroom style)
- Collect names of attendees
- Support the chair in the running of the meeting
- Arrange for signing of the approved minutes.

### 1.3 After meetings

- Chase attendees, including HDC for written reports
- Draft the minutes and send to chair for comment
- Produce final draft, send to members and put on the website.

### 1.4 Miscellaneous

- Deal with queries arising from members between meetings

### 1.5 IT and website

- Keep the website updated: this is provided by Hugo Fox and is very straightforward; it is used for little else but agendas and minutes
- Maintain the mailing list: this is a standard [Google Group](#) including email addresses of all parish and town clerks in Hart plus any HDC/parish/town councillors and officers who wish to be contacted directly.

### 1.6 Financial

- Maintain financial records: essentially the secretary's honorarium and minimal expenses related to the website

## 2 Time spent

Each meeting typically lasts 1.5-2hrs. Together with preparation and post-meeting tasks, the total time spent is about 6-7hrs per quarter.

## 3 Remuneration

An honorarium of £?? per meeting is paid on receipt of invoice after the meeting.